Wavendon Gate School using Zoom and other online learning platform for video meetings with children

This document has been prepared to aid the staff and families to understand how to use Zoom/Google meet safely.

Firstly, like any other video-conferencing application, Zoom and Google Meet are just tools. The general principles of safer working with young people are outlined in our Safeguarding and E-Safety Policies, which can be found in the key information tab and in the policy section of our school website, and should still be followed.

Secondly, it is important to remember that video-conferencing can be a positive way to help young people stay connected with each other and their school during these extraordinary times.

It is important to note that whilst this guidance note refers to Zoom, it may be that we use other platforms at other times like Google Meet. This guidance focuses on Zoom as it has rapidly become very popular during the Covid-19 lockdown, and also because some security fears have been identified.

This guidance covers the following:
- Downloading Zoom
- Advice from Zoom
- Good practice with Zoom
- Wavendon Gate School Zoom and Google Meet Rules

Using Zoom/Google Meet for Video Meetings with Children

Downloading Zoom

Zoom can be downloaded from the company's website, https://zoom.us/download It is vital that you only download Zoom from this site! There have been examples of people downloading versions of Zoom from other sites. Some of these versions are not safe; the best way to ensure you are downloading a safe version of Zoom is to only go to the authorised company website. It is important you set up your Zoom account using your email address and not via your

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Facebook login as this does not offer the same level of protection to your personal information.

Downloading Google Meet

This platform is already within the Google Classroom software so when you click on the meet link, it will open up automatically.

Advice from Zoom

The Zoom website has some extensive guidance, including some that has been specifically created as a response to the very rapid uptake of Zoom during the Covid-19 crisis. That guidance is available as a link from the Zoom homepage. The guidance you are reading now is not designed to replace the guidance on the Zoom website. It is highly recommended that anyone involved in using Zoom takes the time to become familiar with the advice on this section of the company's website. What we have provided below is advice based on some key concerns about using Zoom that have emerged recently.

Good Practice with Zoom and Google Meet

1. Don't advertise the Meeting ID and Password

Each Zoom Meeting has a unique ID number and password. We will give these to meeting participants directly (e.g via ParentMail). Pupils using Google Classroom will receive their link directly to their class stream. We will not put them somewhere where anyone can see them (for instance, on the schools' Facebook pages). Participants are requested not to share the ID number or password with anyone else (even if they are a known member of the school community), instead please direct them to the school office who will complete security checks before sharing this information

2. Use the Waiting Room option

We will have a meeting room enabled. Therefore, anyone who tries to join the meeting will be placed into a 'waiting room' where they will be shown a message stating "Please wait, the meeting host will let you in soon". The meeting host will then be alerted and can see those waiting by clicking on the 'Manage Participants' button on the meeting toolbar. Only those participants we are expecting in the meeting will be admitted. There is no waiting room option on

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Google Meet as the invite is only accessible to the pupils using their Google Classroom.

3. Lock the meeting when everyone is in

Once everyone we are expecting has joined a meeting by the given time, we will not let anyone else in and we will lock the meeting.

4. Disable participant screen sharing

The host teacher will disable participant screen sharing.

5. Know who is in the meeting

Teachers will know the meeting participants beforehand, as they will be pupils at Wavendon Gate Primary School. Teachers and their support staff will also have class lists available to take a register of who is in the meeting.

6. Ensure that the meeting is recorded

The host teacher will record the meeting using the record facility in the Zoom/Meet programme itself. No other recording of the meeting is permitted by any person other than the host teacher. This recording will be stored securely and destroyed in line with GDPR guidelines.

7. Expel participants if necessary

The host teacher will have the ability to remove a participant from the meeting. As the meeting will be locked, they will then be unable to get back in. We should not need to do this unless there is a safeguarding reason or a behaviour breach.

8. Put the meeting on hold

The host teacher will have the ability to put the meeting on hold. This may be the
case if the support teacher has alerted the host teacher to something which they
need to discuss privately. The attendees' video and audio connections will be disabled during this time.

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Wavendon Gate School Zoom/Google Meet Rules

1. Sign in with your child's first name only (not their surname or any middle names)

2. An adult must be present in the room (they do not be on screen)

3. Mute your microphone before joining the meeting and keep it muted unless asked to unmute

4. Do not use the chat facility unless asked to do so

5. Be respectful to other participants

6. Keep to the school values of:

Friendship
Good Manners
Honesty
Kindness
Sharing
Patience
Equality
Respect
Cooperation
Perseverance
Self-belief

7. Ensure you and your child are dressed in appropriate clothing

8. Do not eat or allow your child to eat whilst participating in the Zoom/Google Meet session

9. Ensure you are in an appropriate room in your house (e.g. somewhere your child can concentrate) this MUST NOT be a bedroom

10. Ensure the background of where you and your child are positioned is appropriate - download one of the Zoom default backgrounds if necessary

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11. Support your child to uphold our normal behaviour expectations

13. Do not record the session

By joining a Zoom/Google meeting organised by Wavendon Gate Primary, you agree to
follow the rules stated above. Any breach of these rules, may result in you and your
child being removed from the meeting by the host teacher.